



**PARKS and RECREATION ADVISORY COMMISSION
MINUTES
May 03, 2007**

Attendees:

Parks and Recreation Advisory Commission Members

		Committee Membership
Frank McDavid, Chairman	Clover Hill District	Member of All PRAC Committees
Jack Griffin, Vice Chairman	Bermuda District	Capital Projects Committee Athletics Activities Committee Background Checks Committee
Lynn Crump	School Board	Capital Projects Committee, Outreach, Greenways Advocacy Committee and Future Visions Committee
Jim Beck	Bermuda District	Capital Projects Committee Budget Committee
Bob Terrell	Dale District	Chair, Athletics Activities Committee Capital Projects Committee, Background Checks Committee
Dennis Harding	Dale District	Athletics Activities Committee Budget Committee
Annette Schanz	Matoaca District	Outreach and Greenways Advocacy Committee, Athletic Activities Committee, Capital Projects Committee
Earl Gee	Matoaca District	Chair, Budget Committee Athletics Activities Committee
Ron Maxey	Midlothian District	Chair, Future Visions Committee Capital Projects Committee

Absent:

Will Shewmake	Midlothian District	Chair, Outreach and Greenways Advocacy Committee Future Visions Committee Athletic Activities Committee
Jose Sanchez	Clover Hill District	Capital Projects Committee Athletic Activities Committee

Parks and Recreation Staff

Rebecca Dickson, Deputy County Administrator, Human Services

Mike Golden, Director, Primary Liaison, By-laws Committee and Future Visions Committee

Lynell McClinton, Chief of Finance, Primary Liaison Budget Committee

Phil Innis, Assistant Director, Primary Liaison Athletic Activities, Outreach & Greenways, and
Background Checks Committee

Bruce Dove, Assistant Director, Liaison Budget, Capital Projects and Future Visions Committee

Mark Askin, Chief of Parks, Liaison Outreach and Greenways and Budget Committees
 Stuart Connock, Jr., Chief of Parks Design and Construction, Primary Liaison, Capital Projects Committee
 Bill Carlson, Athletics Manager, Liaison Athletic Activities, Capital Projects and Background Checks Committees
 Doug Salyers, Liaison Budget Committee
 Rebecca J Parker, CPS/CAP, Secretary

2007 Standing Committee

Budget	Capital Projects	Athletics Activities	Background Checks	Outreach and Greenways
Earl Gee, Chair	Jack Griffin, Chair	Bob Terrell, Chair	Bob Terrell, Chair	Will Shewmake, Chair
Dennis Harding	Lynn Crump	Annette Schanz	Jack Griffin	Lynn Crump
Jim Beck	Annette Schanz	Earl Gee	Frank McDavid	Annette Schanz
Frank McDavid	Ron Maxey	Jack Griffin		Frank McDavid
	Jim Beck	Dennis Harding		
	Bob Terrell	Will Shewmake		
	Frank McDavid	Frank McDavid		
	Jose Sanchez			

Future Visions

Ron Maxey-Chair
Will Shewmake
Lynn Crump
Frank McDavid

Speakers on Scheduled and Unscheduled Matters

Paul Tubach	Henricus Executive Director
Mike Hairfield	CQL

🔗 Parks and Recreation Advisory Commission Mission Statement 🔗

Working in partnership with the public, Parks and Recreation Department, and the Board of Supervisors, Parks and Recreation Advisory Commission (PRAC) seeks to eliminate obstacles that interfere with Chesterfield County's ability to efficiently and safely provide greenways, parks, recreational facilities, and associated programs. PRAC also strives to support recreational programs and facilities that a *First Choice Community* such as Chesterfield should afford its citizens, as well as to exercise leadership in projecting the future recreational needs of the County's citizens and determining how best to meet those needs.

I. Chairman, Frank McDavid called the meeting to order at 7:00 p.m.

Meeting Procedures:

Chairman McDavid advised attendees that there was a newly formatted sign-up sheet available for anyone that wished to speak.

Chairman McDavid thanked Mike Golden's staff for purchasing the American flag for use at PRAC.

II. Non-Sectarian Invocation:

Dennis Harding gave thanks for all blessings received, including freedom and the opportunity to serve.

III. Pledge of Allegiance:

Mike Golden led the assembly in the *Pledge of Allegiance*.

IV. Approval of April 5, 2007, Minutes:

Lynn Crump made a motion to waive the reading of the minutes and approve them as written. Dennis Harding seconded the motion. There was no further discussion. The motion was approved with unanimous vote.

V. Public Comments on Agenda Items

Chairman McDavid invited the public to speak. There were no speakers, and Chairman McDavid closed the public comments session.

VI. New Business

Restroom Concession Trailers:

Mike Golden noted that the football season was approaching and that Parks and Recreation has been in the process of bidding projects to install modular concessions and restrooms. Mr. Golden updated the Commission on the bid status; bids were separated into bids for the modular concession trailers, the utility pads and the restrooms. Bruce Dove advised that the projects had been out for bids three times. The bids for the trailers were received Friday; there were no bids on the utility pads; the restroom bid must be re-bid because required signatures were not received. Mike Golden said that trailers would probably be on site for use at Providence and Salem Middle Schools, but the utility pads and restrooms would have to be re-bid. Mike Golden asked for assistance in recruiting bidders to perform concrete, sewer, water and electrical hookup. Any interested contractors should contact Bruce Dove. Mike Hairfield said he knew of a contractor that might be interested and he would ask him to contact Bruce Dove.

VII. Parks and Recreation Director's Remarks:

Mike Golden introduced Paul Tubach, the director of Henricus Historical Park. Mr. Tubach was recently hired from a large group of applicants interviewed by a panel that included Henricus Board Members, Henrico County administration and Chesterfield County Parks and Recreation.

Paul Tubach said he was a registered landscape architect. Mr. Tubach worked for James City County for ten years and helped to develop their Open Space Land Acquisition Plan that includes the

campground at Jamestown where their 2007 event is planned. Mr. Tubach advised that twenty-million dollars had been earmarked for open space land acquisition in James City County. Mr. Tubach was Chairman of the ~~Lynchburg~~¹ Williamsburg Botanical Gardens and has experience with both the private and public sectors as well as non profit experience.

Mr. Tubach invited the Commission to attend events at Henricus, including the Godspeed Event, part of the Richmond Region 2007 celebration “Rock the Boat”. The Godspeed will dock at Henricus and two gas powered golf carts will be available to transport citizens that need assistance to reach the dock area. Mr. Tubach reported that the site was ready with all construction areas stable and seeded. The Henricus Education Coordinator has arranged for approximately 750 students to visit the Godspeed on May 21 and 22; fourth grade students will visit the site as part of their SOL curriculum. The Godspeed will leave Henricus and sail to the Richmond Intermediate Terminal where the celebration will continue.

Ron Maxey advised that he had visited the Henricus site and the facility was outstanding. Mike Golden said that he would like to thank Bruce Dove and his staff, as well as the County Department of General Services staff for all their hard work at the site. The work often had to be performed in the rain to meet event deadlines.

Background Checks

Mike Golden advised that a letter was mailed to the athletic groups regarding background checks. Mr. Golden reported that the feedback had been positive. Chairman McDavid thanked Mike Golden and his staff for preparing this important letter.

Field Requests from AAU/Splinter Groups

Mike Golden advised that a co-sponsorship application was received from a lacrosse group in the Cosby High School area. Mr. Golden reported that more and more splinter groups were requesting fields and this was an issue that would require planning in order to accommodate athletic field needs.

Chairman McDavid asked Bob Terrell to meet with his Athletic Activities Committee and discuss an action plan to address the needs of splinter groups (basketball, baseball, lacrosse, etc.). Chairman McDavid requested a report at the August PRAC meeting. This complicated issue may require a special committee.

VIII. Accept Parks and Recreation Staff Reports:

Cosponsored Information

Phil Innis advised that Chairman McDavid had signed a reminder letter requesting roster information. The letter will be mailed out to the athletic groups next week.

Economic Development Report

Phil Innis reported that a procedure was in place to begin to monitor revenues created by athletic tournaments, beginning with the fiscal year July 1, 2007. An annual report will be developed. Lynn Crump asked that PRAC review the list of requested information before it is sent to the athletic groups.

¹ August 9, 2007, change made to biographical information to ensure an accurate record at the request of Paul Tubach.

Chairman McDavid said that the purpose of the report is to demonstrate to County Administration that the Chesterfield County tax base has benefited from cosponsored athletic activities. Lynn Crump suggested that the process be moved to have the data available to Administration before the budget process begins. Ron Maxey noted that this would be a directional report and data from any period in the report could be used once a full year of data was collected. The Commission consensus was to approve data collection to begin July 1, 2007.

IX. Deferred Business:

Fernbrook Park

Chairman McDavid requested a status on the request by Mr. Keith Wise on plans for Fernbrook Park development.

Mike Golden advised that a meeting was held at the Clover Hill Library to discuss the offer by a developer to trade a two-acre lake for two-acres of Fernbrook Park property. The citizens that attended the meeting were concerned that the lake was not being maintained at this time and were in favor of Parks and Recreation maintaining the lake. Jack Griffin asked about what was on the land that would be traded for the lake. Bruce Dove advised that a picnic shelter, drainage ditch, basketball court and parking lot were on this property. Mr. Golden said that the cost to maintain the lake was a concern. Chairman McDavid advised that if the lake was a BMP, it would require one annual cleaning.

Mr. Golden advised that Dale District representatives would be invited to future meetings. There is money in the budget for renovations at Fernbrook Park and a conceptual plan would be introduced at the next public meeting. Mr. Golden will discuss these issues with County Administration and Planning. Ron Maxey suggested approaching the developer with the option of purchasing the lake, which would result in more park land as well as a lake. Lynn Crump asked about the greenway connectivity and was advised that there would be connectivity to Falling Creek.

Procedure Discussion on Vote for Concession Agreement for Warbro and Daniel Park at Iron Bridge Softball Complex:

Chairman McDavid discussed the request for clarification Commission members expressed about the reversal of an earlier committee recommendation on the concession agreement at Warbro Athletic Complex and Daniel Park. Chairman McDavid asked the Commission members to voice their opinions on this reversal. Jack Griffin said that if an issue/decision formerly in committee is brought back to the full Commission, it can be discussed/overturned. Lynn Crump said that care should be taken to make sure all the facts are presented before a vote is taken and further discussion in a workshop session could be helpful. Chairman McDavid agreed that a Chairman's Workshop could help to ensure better understanding of a complicated issue. Dennis Harding said that he agreed that issues can be opened for discussion after a committee has made their recommendation. Bob Terrell said that he agreed that a decision formerly in committee that is brought before the full Commission can be changed. Earl Gee said that his focus of agreement is on the procedure that a committee makes a recommendation and then the recommendation is brought to the full Commission for a vote. Annette Schanz agreed that it should be a recommendation brought forward to Commission for vote; however, Ms. Schanz said that an opportunity for discussion would have been beneficial to better communicate the facts. Jim Beck said that he agreed that the committee recommends and that the Commission can review and change. Ron

Maxey noted that the Planning Commission staff recommends and the Planning Commission votes for or against the recommendation. The Planning Commission recommends to the Board of Supervisors and the Board of Supervisors votes for or against; it is a political process that is also followed by this Commission.

The consensus of the Commissioners is that a workshop would be beneficial to discuss complicated issues. Chairman McDavid said that he had discussed with Mike Golden the notification timeframe of when a Chairman's Workshop is needed. In the future, if staff anticipates an issue, there will be notification of the need for a Chairman's Workshop when the PRAC Agenda is distributed.

Bill Carlson suggested that committee meeting minutes could be e-mailed to the Commission for information purposes and would provide an informed basis for discussion. Chairman McDavid asked that the August agenda include discussions about committee feedback or a reporting system to the entire commission. Chairman McDavid noted that this would be an added responsibility for committee chairs.

Mike Golden advised that an agenda item is scheduled to be before the Board of Supervisors on May 23 to allow the license agreement to remain with the current concession operator through October 2007. Bids will be out in June for selection of the 2008 operator for a three-year term. Ron Maxey discussed the need for conditions that would allow termination of the agreement. Bill Carlson confirmed that the agreement contained conditions for operation of the concession.

County Public Facilities Plan

Lynn Crump reminded the Commission that public meetings are scheduled at 7:00 p.m. on June 6, at Clover Hill High School and June 11, at Bird High School. Commission members should make every effort to attend. Jack Griffin noted that discussions will include trends, land acquisition, synthetic turf, lighting future sites and location of future parks and facilities.

Bill Carlson advised that letters had gone out to various groups advising of the meeting. Mike Golden said that topics could be posted on the website.

Lynn Crump requested that the information on format and topics be e-mailed to Commission members.

Co-sponsorship for Hispanic Soccer

Dennis Harding asked for a status on the request for soccer fields by Mr. Luiz Gutierrez. Mike Golden advised that Mr. Gutierrez had been contacted by telephone for a meeting to discuss co-sponsorship, and Mr. Gutierrez advised he was pursuing joining an existing organization.

X. Recommendations for Agenda Items for August 02, 2007, meeting at the Central Library:

- AAU Groups
- Committee Feedback/Minutes

XI. Adjournment: 8:00 p.m.

Minutes respectively submitted by Rebecca J. Parker, CPS/CAP

The next meeting will be held on Thursday, August 02, 2007, at the Central Library

REMINDER: THERE WILL BE NO PRAC MEETINGS IN JUNE AND JULY